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SECRETARY OF THE AIR FORCE**



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Operations

**AVAILABILITY OF KEY HQ AF
PERSONNEL AND MAJOR COMMAND
COMMANDERS**

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This instruction implements CJCSI 3411.01B, *Key Personnel Location Reports to the National Military Command Center*, AFD 10-2, *Readiness*. It requires Headquarters, United States Air Force (HAF) key personnel and major command (MAJCOM) commanders (hereafter referred to collectively and individually as "Principals") to keep Headquarters, United States Air Force (HQ USAF), informed of their location and to identify their designated alternates (if any) when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and must be used with AFD 51-6, *Civil Law for Organizational Activities*, and AFI 51-604, *Appointment to and Assumption of Command*. It applies to select HQ USAF Deputy Chief of Staff (DCS) organizations and directorates (2-Letter and 3-Letter staffs), all MAJCOMs, the Director of the Air National Guard, and the Air Force Service Watch Cell (AFSWC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through MAJCOM publications/forms managers. Ensure that all records created as a result of processes

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(AETC) This instruction extends and implements AFI10-205 and CJCSI 3411.01B, Key Personnel Location Reports to the National Military Command Center, AFPD 10-2, Readiness. It requires Headquarters, United States Air Force (HAF) key personnel and major command (MAJCOM) commanders (hereafter referred to collectively and individually as —Principals.) to keep Headquarters, United States Air Force (HQ USAF), informed of their location and to identify their designated alternates (if any) when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and must be used with AFPD 51-6, Civil Law for Organizational Activities, and AFI 51-604, Appointment to and Assumption of Command. It applies to select HQ USAF Deputy Chief of Staff (DCS) organizations and directorates (2-Letter and 3-Letter staffs), all MAJCOMs, the Director of the Air National Guard, and the Air Force Service Watch Cell (AFSWC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through MAJCOM publications/forms managers. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located within the Air Force Portal on the left side of page, under Quick Links, Air Force Records Information Management System. Reports required by this instruction are exempt from the report control system outlined in AFPD 33-3, *Information Management*; and AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Changes include: The requirement of the HAF staff to report the location, itinerary, and contact information of key HAF personnel; changes Air Force Operations Center (AFOC) to Air Force Service Watch Cell (AFSWC); deletes requirement for telephonic notification to the AFSWC of a commander’s arrival or departure times; adds requirement to update commander location information in the Key Personnel Locator (KPL) web-based system; provides a standard format and examples for the Commanders Availability Report (CAR); assigns responsibilities to Air Force District of Washington/HQ Air Force Continuity of Operations (COOP) and Emergency Preparedness Office (AFDW/A3C), AFSWC, HAF 2-Letter organizations, MAJCOM

Commanders and MAJCOM Command Centers; provides email addresses and updates contact information.

(AETC) This publication has been substantially revised and must be completely reviewed. Changes include: Construction of Commander's Availability Report (CAR), updated AETC staff members listing, identifies who will have authority to act in absence of the commander.

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Chapter 1

OVERVIEW AND RESPONSIBILITIES

1.1. Overview. This publication establishes guidance and procedures for reporting the location and availability of Headquarters Air Force (HAF) key personnel and major command (MAJCOM) commanders.

1.1.1. HAF Key Personnel. In order to provide the Secretary of the Air Force (SecAF) and the Chief of Staff, United States Air Force (CSAF) with timely and accurate information and provide an accurate picture for Continuity of Operations (COOP) plans and programs, tasked agencies must keep the Key Personnel Locator (KPL) up-to-date with accurate information.

1.1.2. In order to provide the CSAF with timely and accurate information, MAJCOM Command Centers must keep the KPL up-to-date with accurate information.

1.1.3. To ensure effective command and control, HQ USAF, AFSWC, and MAJCOM Command Centers must be able to contact commanders/designated alternates at all times.

1.1.4. Timely and responsive accessibility to voice communications within the limits stated in paragraph 4.5. is the primary criterion for establishing adequate knowledge of the commander's location.

1.2. Responsibilities.

1.2.1. AFDW/A3C will:

1.2.1.1. Maintain the KPL website.

1.2.1.2. Issue KPL accounts and passwords.

1.2.1.3. Periodically review the KPL and recommend account deletion to AFSWC for those individual/agencies/organizations whose status has not been updated in at least three months.

1.2.2. AFSWC will:

1.2.2.1. Maintain 24/7 capability to review the KPL for current location of HAF key leadership and MAJCOM Commanders.

1.2.2.2. Report commanders' availability status to the CSAF Monday through Friday, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and holiday, as applicable.

1.2.2.3. Initiate commanders' availability checks when directed by CSAF or Vice Chief of Staff of the Air Force (VCSAF).

1.2.2.4. Approve or disapprove deletion recommendations from AFDW/A3C.

1.2.2.5. Provide AFDW/A3C with the pertinent data for organizations/agencies not previously listed in the KPL that need to be added.

1.2.3. HAF Staff Offices designated in Table 2.1 will:

1.2.3.1. Ensure the Principal's data in the KPL is correct and up-to-date. This includes information for the individual appointed as the Successor/Acting.

1.2.3.2. The Executive Staff will update the Principal's status in the KPL no later than 0800 Eastern Time.

1.2.3.3. Attach the Principal's itinerary to the KPL.

1.2.3.4. Update the KPL with itinerary changes as soon as practical.

1.2.3.5. Provide immediate telephone/verbal notification to AFSWC upon updating Principal's mid-day itinerary changes within the KPL.

1.2.4. MAJCOMs.

1.2.4.1. MAJCOM Commander's Executive Staff will provide their MAJCOM Command Center and the Commander's designated alternate (if appropriate) with a copy of the Commander's and/or Vice Commander's itineraries within the timelines prescribed in this instruction.

1.2.4.2. MAJCOM Command Centers will:

1.2.4.2.1. Ensure the Command Center is equipped with SIPRNET terminal in accordance with (IAW) AFI 10-207, *Command Posts*.

1.2.4.2.2. Ensure controllers can gain access to KPL website from within the Command Center.

1.2.4.2.3. Know the location and telephone number of their commander or designated alternate at all times and be capable of contacting them IAW paragraph 4.5. of this instruction.

1.2.4.2.4. Ensure AFSWC is informed of changes to their commanders' current location (home station, TDY location, etc.) and status (present for duty, leave, etc.) at all times.

1.2.4.2.5. Report/update the KPL with itinerary changes IAW this instruction.

1.2.4.2.6. Attach commanders' availability reports to the KPL.

1.2.4.2.7. Provide immediate telephone/verbal notification to AFSWC upon updating Principal's mid-day itinerary changes within the KPL.

1.2.4.2.8. **(Added-AETC)** The AETC Command Center will monitor and track duty status availability (for example, leave and temporary duty) of HQ AETC key staff members, NAF commanders, and wing commanders. In the absence of a HQ AETC key staff member, NAF commander, or wing commander, the AETC Command Center will maintain the location and means to contact their designated alternate(s) (T-2).

1.2.4.2.9. **(Added-AETC)** The AETC Command Center will maintain the location and capability (e.g., fixed telephone, cellular telephone, etc.) to contact HQ AETC key staff members, their deputies or designated alternates, and staff duty officers during non-duty hours (T-2).

1.2.5. **(Added-AETC) COMMAND POSTS.**

1.2.5.1. (**Added-AETC**) AETC Command Posts will monitor Air University (AU), Numbered Air Force (NAF), and wing commanders' locations at the respective location. When changes in command authority occur, Command Post will notify the AETC Command Center via an updated Commanders Availability Report (CAR) NLT three duty days before absence (T-2). A CAR example is listed in Figure 4.1.1.

Chapter 2

TASKED ORGANIZATIONS

2.1. HAF Key Personnel. Table 2.1 lists HAF Key personnel who must ensure their location, status, and itineraries (if applicable) are current and up-to-date in the KPL. The order of listing does not imply order of precedence or seniority. Administrative personnel in the Principal's office will update the KPL no later than 0800 Eastern Time, Monday through Friday (except holidays). Note: Those Principal's designated with an asterisk (*) will have their status updated by their respective Command Center.

TABLE 2.1. Key Headquarters Air Force Personnel.

The Secretary of the Air Force (SAF/OS)
The Under Secretary of the Air Force (SAF/US)
Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)
Assistant Secretary of the Air Force for Acquisition (SAF/AQ)
Assistant Secretary of the Air Force for Financial Management & Comptroller (SAF/FM)
Assistant Secretary of Air Force for Installations, Environment and Logistics (SAF/IE)
Assistant Secretary of Air Force for Manpower and Reserve Affairs (SAF/MR)
General Counsel (SAF/GC)
Administrative Assistant to the Secretary of the Air Force (SAF/AA)
The Auditor General of the Air Force (SAF/AG)
Inspector General of the Air Force (SAF/IG)
Director of Legislative Liaison (SAF/LL)
Director of Public Affairs (SAF/PA)
Chief of Warfighting Integration and Chief Information Officer (SAF/CIO A6)
Directorate of Cyberspace Operation (SAF/A6O)
Chief of Staff of the Air Force (AF/CC)
Vice Chief of Staff of the Air Force (AF/CV)
Assistant Vice Chief of Staff of the Air Force (AF/CVA)
Chief Master Sergeant of the Air Force (AF/CCC)

Deputy Chief of Staff, Manpower and Personnel (AF/A1)
Director of Force Management and Policy (AF/A1P)
Deputy Chief of Staff for Intelligence, Surveillance, and Reconnaissance (AF/A2)
Deputy Chief of Staff for Operations, Plans, and Requirements (AF/A3/5)
Assistant Deputy Chief of Staff, Operations, Plans, and Requirements (AF/DA3/5)
Director of Operations (AF/A3O)
Director of Cyber Operations (AF/A3O-C)
Director of Space Operations (AF/A3O-S)
Director of Operational Capability Requirements (AF/A5R)
Director of Operational Planning, Policy, and Strategy (AF/A5X)
Deputy Chief of Staff for Logistics, Installations, and Mission Support (AF/A4/7)
Director of Global Combat Support (AF/A4/7Z)
Director of Logistics (AF/A4L)
Director of Resource Integration (AF/A4/7P)
The Civil Engineer (AF/A7C)
Director of Security Forces (AF/A7S)
Deputy Chief of Staff for Strategic Plans and Programs (AF/A8)
The Director of Programs (AF/A8P)
Director of Studies & Analysis, Assessments, and Lessons Learned (AF/A9)
Assistant Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10)
Chief of Chaplains (AF/HC)
Director of Air Force History and Museums Policies and Programs (AF/HO)
The Judge Advocate General (AF/JA)
*Director, Air National Guard (NGB/CFX)
* Chief of Air Force Reserve (AF/RE)
Chief of Safety (AF/SE)
The Surgeon General (AF/SG)

Director of Test and Evaluation (AF/TE)

2.2. Major Command Commanders . The MAJCOM Commanders identified in Table 2.2. must ensure their location, status, and itineraries (if applicable) are current and up-to-date in the KPL. The order of listing does not imply order of precedence or seniority. Staff officers or NCOs in the MAJCOM Commander's office or Command Center will update the KPL no earlier than 0500Z and no later than 0800Z, Monday through Friday, except holidays.

TABLE 2.2. Major Command Commanders.

Air Combat Command (ACC)
Air Education and Training Command (AETC)
Air Force District of Washington (AFDW)
Air Force Global Strike Command (AFGSC)
Air Force Materiel Command (AFMC)
Air Force Reserve Command (AFRC)
Air Force Space Command (AFSPC)
Air Force Special Operations Command (AFSOC)
Air Mobility Command (AMC)
Pacific Air Forces (PACAF)
US Air Forces Europe (USAFE)

2.3. (Added-AETC) HQ AETC Key Staff Members. Personnel identified by office symbol in **Table 2.3** . These personnel should immediately be available for contact within 15 minutes.

Table 2.3. (Added-AETC) HQ AETC Key Staff Members

AETC/CC
AETC/CV
AETC/CCC
AETC/A2/3/10
AETC/DS
AETC/CCE
AU/CC
2AF/CC
19AF/CC

2.4. (Added-AETC) HQ AETC Staff Members and Directors. Personnel identified by office symbol in **Table 2.4** . These personnel should immediately be available for contact within 1 hour.

2.4.1. **(Added-AETC)** During non-duty hours, each HQ AETC staff member's support staff will notify the AETC Command Center of absences exceeding the 1-hour time limit. This will ensure a POC is available any time the primary is not readily accessible by telephone. In these situations, the key staff member or staff duty officer will provide the AETC Command Center contact information for the designated alternate (T-2).

Table 2.4. (Added-AETC) HQ AETC Staff Members and Directors

AETC/A1
AETC/A4/7
AETC/A5/8/9
AETC/A6
HQ AETC/CG
HQ AETC/CR
HQ AETC/CCR
HQ AETC/FM
HQ AETC/HC
HQ AETC/IA
HQ AETC/IG
HQ AETC/JA
HQ AETC/PA
HQ AETC/SE
HQ AETC/SG

2.5. (Added-AETC) Deputy or Designated Alternate. An individual who is available and has full authority to act in the absence of the AETC Commander or a primary HQ AETC key staff member or HQ AETC staff member. The deputy or designated alternate must be able to contact the key staff member or commander in an emergency (T-2).

2.6. (Added-AETC) HQ AETC Staff Duty Officer. A person designated to take calls for a HQ AETC functional area during non-duty hours.

Chapter 3

KEY PERSONNEL LOCATOR (KPL)

3.1. Key personnel locator. The KPL provides users with current information concerning the status and location of key HAF personnel and MAJCOM Commanders; their alternates or successors; and how to contact or reach these personnel. Users can enter and modify specified data for the designated personnel in their organizations.

3.2. KPL Accounts.

3.2.1. KPL accounts will be requested by emailing the request by SIPRNET email to AFDW/A3C at KPL@af.pentagon.smil.mil. Duty/Role accounts will not be created. Individual users must each maintain a separate login for security and audit control purposes. Questions regarding KPL accounts can be directed to AFDW/A3C at DSN 224-7147 or commercial 703-614-7147 during duty hours, 0700-1700 Eastern Time, Monday through Friday (excluding holidays) or the AFSWC, DSN 227-6103 or commercial 703-697-6103 at all other times. Requests for accounts must include the following information:

3.2.1.1. Role (“HAF 2-Letter,” “HAF 3-Letter,” or “MAJCOM Command Center”).

3.2.1.2. Office Symbol of Principal (e.g., “AF/A1,” “ACC/CC,” etc.)

3.2.1.3. Rank, Grade, or Title of requesting individual.

3.2.1.4. First and Last name of requesting individual.

3.2.1.5. SIPRNET email account of requesting individual.

3.2.2. Additions and deletions to the KPL (Principals). “Key Personnel” will be added or deleted from the KPL using the following criteria:

3.2.2.1. Additions. AFDW/A3C will add offices to the list as required to track key personnel associated with HAF continuity programs. If an office requests an addition to the KPL, AFDW/A3C will check to see if the new office has a prominent role in the HAF continuity program. If the requesting office does not have a prominent role in HAF continuity programs, the request for addition will be forwarded to the AFSWC for review. If the AFSWC does not have a requirement to track the requesting Principal (i.e., the CSAF has not provided direction to track the Principal), the request for addition will be denied. If the request is approved, the tasked office will be provided a copy of this instruction and a guide sheet outlining KPL operating procedures.

3.2.2.2. Deletions:

3.2.2.2.1. Offices already on the list may request removal. If the requesting office does not have a prominent role in HAF continuity programs, the request for deletion will be forwarded to the AFSWC for review. If the AFSWC does not have a requirement to track the requesting Principal (i.e., the CSAF has not provided direction to track the Principal), the request for deletion will be approved.

3.2.2.2.2. AFDW/A3C will periodically audit the KPL. Principals whose status has not been updated in three or more months will be nominated for deletion and forwarded to the AFSWC for review. If the AFSWC does not have a requirement to

track the Principal (i.e., the CSAF has not provided direction to track the Principal), the office will be deleted from the KPL.

3.3. Security. The KPL is maintained on the SIPRNET and is cleared for information up to SECRET. As travel itineraries for HAF Key Personnel and MAJCOM Commanders are posted, care must be taken not to post an itinerary that exceeds the security capabilities of the system. As a general rule, itineraries will be designated a minimum of UNCLASSIFIED, For Official Use Only. Consideration should be given to classifying itineraries where the Principal transits high-threat areas as CONFIDENTIAL. SecAF, USecAF, CSAF, and VCSAF itineraries will be classified SECRET. Other HAF Key Personnel and MAJCOM Commander itineraries will be classified SECRET if circumstances dictate. Those responsible for the principal's itinerary, including the commander, will determine the need to classify and when to declassify the itinerary.

3.4. KPL Reporting Procedures. The KPL will be updated using the following policies and procedures:

3.4.1. Update Time.

3.4.1.1. HAF Key Personnel status will be updated by the responsible offices no later than 0800 Eastern Time, for that duty day.

3.4.1.2. MAJCOM Commander status will be updated by MAJCOM command center's daily no earlier than 0500Z and no later than 0800Z.

3.4.2. Update Procedures. Updating the Principal's status include either No Change or Changes procedures.

3.4.2.1. No Change. If there is no change from the previous status (i.e., the Principal is still on station and available; or the Principal is still TDY or on leave), click the "Verify" button under the "Last Verified" column.

3.4.2.2. Changes. If there are changes to the Principal's status the following measures must be taken to update the KPL:

3.4.2.2.1. Click on the "Edit" button under the "Position" column; select the current status from the "Status" drop down box. If the Principal will be TDY and/or on Leave, in the text box below the "Status" drop down box, provide the date of departure for the absence and any significant information that should be visible on the main page. Do not insert the entire itinerary in this field.

3.4.2.2.2. Click on the "Return Date" box and add, remove, or update the estimated time of return, as appropriate.

3.4.2.2.3. Click on the "Successor/Acting" drop-down box and select or remove the individual acting for the Principal, as appropriate.

3.4.2.2.3.1. When the MAJCOM Commander is not designating an acting commander, insert the phrase, "No Designated Alternate" in the text box, below the date of departure.

3.4.2.2.3.2. When a MAJCOM Commander designates an alternate, the designated alternate will act for the commander in the commander's name, as is routinely done when the commander is present, and must be able to reach the

commander by telephone, if necessary.

3.4.2.2.4. An itinerary must be provided for TDYs and Leaves. Click on the "Manage" button under the "Attachments" column; provide a Title and description for the travel document and click the "Browse" button to browse to and attach the appropriate Commander's Availability Report (CAR) (see Chapter 4 of this Instruction). The CAR must be posted to the KPL no later than 24 hours prior to the Commander's scheduled departure. If the MAJCOM Commander must depart unexpectedly or if an unexpected deviation to a published schedule occurs, the Commander or his/her designated representative must notify the command center of the new itinerary (to include departure and arrival times) as soon as possible. Command centers will format the information into the CAR format and post the update to the KPL as soon as possible. The note "Amended Itinerary" will be added to the text box below the "Status" drop down box and the AFSWC will be telephonically notified of the new itinerary/changes immediately after posting the information. The "Amended Itinerary" note will be deleted by the AFSWC once they retrieve the new/amended CAR.

Chapter 4

AVAILABILITY REPORTING

4.1. COMMANDER'S AVAILABILITY REPORT (CAR). The CAR is used by HAF Staff offices and MAJCOM Command Centers to report on the absence, itinerary, designated alternate (if one is identified), and contact information when key personnel will be absent for TDY and/or leave. In addition to providing the general information on the KPL, the CAR will be used to provide the additional detail needed to allow the SecAF and CSAF to maintain command and control of forces and run the HAF. The CAR will be attached to the HAF Key Personnel (as designated in Table 2.1) and MAJCOM Commander's profile outlining his/her itinerary during the period of absence. See Figure 4.1 for template and example.

FIGURE 4.1. Commander's Availability Report (CAR).

CLASSIFICATION

1. *RANK AND NAME OF MAJCOM COMMANDER OR HAF KEY PERSONNEL*
2. **PURPOSE:** (EXPLANATION OF ABSENCE, TDY OR LEAVE, ETC)
3. **ITINERARY:**

ARRIVAL TIME	LOCATION	DEPARTURE TIME
<i>DDHHMM MON YY</i>	<i>DESTINATION</i>	<i>DDHHMM MON YY</i>
4. **DESIGNATED ALTERNATE:** *RANK AND NAME, DUTY TITLE, COMMERCIAL AND DSN PHONE NUMBER*
5. **CONTACT INFORMATION:** *CONTACT INFO FOR THE MAJCOM COMMAND CENTER OR HAF STAFF ORGANIZATION*

FOR OFFICIAL USE ONLY

1. GEN JOHN DOE
2. TDY, WASHINGTON, DC TO ATTEND COMMANDERS CONFERENCE
3. ITINERARY

ARRIVAL TIME	LOCATION	DEPARTURE TIME
N/A	HICKAM AFB, HI	301800Z MAY 2009
310230Z MAY 2009	WASHINGTON, DC	041700Z JUN 2009
050500Z JUN 2009	HICKAM AFB, HI	N/A
4. DESIGNATED ALTERNATE: MAJ GEN JOHN PUBLIC, VICE COMMANDER, 808-123-4567, DSN 315-449-4567
5. COMMAND CENTER CONTACT INFORMATION: 808-123-6789, DSN 315-449-6789.

Note 1: Italicized items are provided by the report originator.

Note 2: GMT (Z) will be used for all times in Item 3 and identify the time using the "Z" designator.

4.1.1. **(Added-AETC)** AETC Command Posts and host/installation Command Posts supporting an AETC tenant unit will submit a CAR to the AETC Command Center no later

than the prior to the commander's departure via NIPRNet e-mail as shown in the **Figure 4.1.1** Submit the report to aetc.commandcenter@us.af.mil. This report is required when a NAF, AU, or wing commander will be absent from home station or otherwise unavailable for more than 12 hours. Submit itinerary changes as soon as they are known. Immediately report unexpected commander departures by telephone to the AETC Command Center and follow up with a CAR. Command posts will also notify the AETC Command Center by telephone when AU, NAF, and wing commanders actually depart and arrive at home station (T-2).

Figure 4.2. (Added-AETC) Commander's Availability Report (CAR)

<p>CLASSIFICATION</p> <ol style="list-style-type: none">1. RANK AND NAME OF COMMANDER OR KEY PERSONNEL2. PURPOSE3. ESTIMATED TIME OF DEPARTURE (ETD)4. ESTIMATED TIME OF RETURN (ETR)5. DESIGNATED ALTERNATE6. REMARKS <p>EXAMPLE:</p> <p>FOR OFFICIAL USE ONLY</p> <ol style="list-style-type: none">1. COLONEL JOHN SMITH2. PURPOSE: ATTEND AETC/CC CONFERENCE3. ETD: 010900Z JAN 20144. ETR: 031500Z JAN 20145. DESIGNATED ALTERNATE: COLONEL SMITH, 17 TRW/CV6. REMARKS: NONE

4.1.2. **(Added-AETC)** Command Posts will immediately notify the AETC Command Center of any NAF, AU, or wing commander (or vice commander) change in command (T-2).

4.1.3. **(Added-AETC)** Keep concurrent absences of the wing and vice wing commander to a minimum. The AU and NAF commanders may approve or disapprove concurrent absence requests by their subordinate wing commanders (T-2).

4.2. MAJCOM Commander and Alternates Concurrent Absences.

4.2.1. Keep MAJCOM Commander concurrent absences to an absolute minimum. Notify AF/CV by message at least three duty days before the concurrent absences, providing itineraries and specific reasons. Address message to the AF/CV Workflow and the AFSWC. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

4.3. KEY PERSONNEL NOTIFICATIONS. In addition to non-availability reporting in the KPL, the staffs for the individuals listed in Table 4.1 will submit travel itineraries to the agencies indicated. Tracking agency contact information for the agencies is located in Table 4.2.

TABLE 4.1. HAF Key Personnel Itinerary Reporting Requirements.

HAF Key Leader	Air Force Service Watch Cell (AFSWC)	National Military Command Center (NMCC)	Office of the Secretary of Defense Executive Support Center (OSD-ESC)	KPL
SAF/OS	X		X	X
SAF/US	X		X	X
CSAF	X	X		X
VCSAF	X	X		X
AF/A3/5	X			X

TABLE 4.2. Tracking Agency Contact Information.

AGENCY	UNCLAS PHONE	SECURE PHONE	SECURE EMAIL
AFSWC	703-697-6103	703-693-5511	afwatch@af.pentagon.smil.mil
NMCC	703-697-6340	703-697-6340	opsea@js.pentagon.smil.mil
OSD-ESC	Use established courier procedures		

4.4. MINIMIZE. Submission of Commander's Availability Report will not be effected by the imposition of MINIMIZE.

4.5. MAJCOM COMMANDER'S AVAILABILITY CHECKS. MAJCOM Commanders listed in Table 2.2 or their designated alternate must be telephonically available to the AFSWC within fifteen (15) minutes of the AFSWC's initial attempt to contact. Commanders who do not designate an alternate while they are on leave or TDY are responsible for ensuring this line of communication remains available throughout their absence from their duty location.

4.5.1. **(Added-AETC)** During duty hours, each HQ AETC staff member's support staff will maintain the location and means to contact designated staff members. A deputy or designated alternate will be identified when the primary is not readily accessible by telephone. A person must be available to immediately answer the direct telephone line from the AETC Commander's office (T-2).

4.6. (Added-AETC) AETC COMMANDER'S AVAILABILITY CHECKS. AU, NAF, and wing commanders (or designated alternates) must be available to respond to the AETC/CC within 15 minutes (T-2).

4.6.1. **(Added-AETC)** When AU, NAF or wing commanders will not be available to respond to AETC/CC within 15 minutes, they will designate an alternate commander, who will be available and have full authority to act in the absence of the commander (T-2).

4.6.2. **(Added-AETC)** For flying training wings, either the wing commander, vice commander, or operations group commander will be on base during local flying training (T-2).

4.6.3. **(Added-AETC)** For training groups, either the group commander or deputy group commander will be on base during local flying training or field training (T-3).

4.6.4. **(Added-AETC)** For flying training wings, a certified on scene commander will be on base during local flying training (T-2).

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DCS, Operations, Plans & Requirements

(AETC)

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Director of Intelligence, Operations, and Nuclear
Integration

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

CJCSI 3411.01B, *Key Personnel Location Reports to the NMCC*

AFPD 10-2, *Readiness*

AFPD 33-3, *Information Management*

AFPD 51-6, *Civil Law for Organizational Activities*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 51-604, *Appointment to and Assumption of Command*

Abbreviations and Acronyms

ACC— Air Combat Command

AETC— Air Education and Training Command

AFDW— Air Force District of Washington

AFGSC— Air Force Global Strike Command

AFMC— Air Force Materiel Command

AFSOC— Air Force Special Operations Command

AFSPC— Air Force Space Command

AFSWC— Air Force Service Watch Cell

AFRC— Air Force Reserve Command

AMC— Air Mobility Command

CAR— Commander's Availability Report

COOP— Continuity of Operations

CSAF— Chief of Staff, United States Air Force

DCS— Deputy Chief of Staff

DSN— Defense Switching Network

FOUO— For Official Use Only

GMT— Greenwich Mean Time; also Coordinated Universal Time (UTC), also "ZULU"

HAF— Headquarters, United States Air Force

IAW— In accordance with

IMT— Information Management Tool

KPL— Key Personnel Locator

MAJCOM— Major Command

NCO— Non-Commissioned Officer

PACAF— Pacific Air Forces

PDS— Permanent Duty Station

SecAF— Secretary of the Air Force

SIPRNET— Secret Internet Protocol Router Network

TDY— Temporary Duty

USAF— United States Air Force

USAFE— United States Air Forces Europe

VCSAF— Vice Chief of Staff, United States Air Force

Terms

Command Center— A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks.

Designated Alternate— The individual appointed by the MAJCOM Commander or HAF 2-Letter Principal to act for the Commander/Principal in administrative and operational matters while the Commander/Principal is absent from their place of duty. This is not the same as designating a successor nor does the MAJCOM Commander transfer command.

Key Personnel Locator (KPL)— The KPL is a web-based application hosted on the SIPRNET and is designed to maintain the current location, status, and relevant contact information of HAF key personnel and MAJCOM Commanders. Travel itineraries and other relevant scheduling information can be uploaded to the system as additional references and attachments. The KPL provides for HAF continuity tracking of key personnel and AFSWC emergency notification. The system was implemented to replace direct e-mail and phone reporting to AFSWC. (SIPR – <http://www.afv-cat.hq.af.smil.mil/presentation/Authorization/Login.cfm>)

On Station— For KPL system usage, On Station is to be used at all times while the commander is at his/her base of assignment. On Station will not be displayed if the commander is on leave or temporary duty (TDY).

Permanent Duty Station (PDS)— PDS is the base of duty or official station where the commander is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

Principal— The term used when referring to a particular commander or key leader in a general term.

Temporary Duty (TDY)— TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.